



Foreign Affairs Manual

2 FAM – General

Change Transmittal: GEN-367

Date: November 12, 2009

2 FAM 1270 ORGANIZATION CHANGES

Changes

1. 2 FAM 1270, Organization Changes, sets forth the policy to follow when an office or bureau intends to change its organization name and office symbols.
2. The decision for a change begins at the Assistant Secretary level, and the request for a change is sent to the Undersecretary for Management—Management Policy, Rightsizing and Innovation (M/PRI), the Office of the Legal Adviser, the Resource Planning and Allocation Division, and the Office of Directives Management (A/GIS/DIR) for clearance.
3. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
4. Because this subchapter has been completely revised, changes do not appear in *italic* and *dark magenta* but will in the next update.
5. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 2 FAM 1270 (CT:GEN-1030, 05-16-1977; 1 page) and replace it with revised subchapter 2 FAM 1270 (2 pages).
2. After inserting the material in the binder, insert this Change Transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:GEN-367 and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(M/PRI)